



# Michigan State University Dual Enrollment Guidebook



[deinfo@msu.edu](mailto:deinfo@msu.edu)

[dualenrollment.msu.edu](http://dualenrollment.msu.edu)

Dual Enrollment (DE) is an opportunity for students in grades 9.5-12<sup>1</sup> to enroll in select undergraduate courses<sup>2</sup> at Michigan State University while in high school. Students interested in Dual Enrollment may choose this option because they:

- Have exhausted the advance course options in their high school.
- Are interested in exploring an elective not available to them at their home school.
- Are nearing the end of their high school career and want to take an introductory course in a subject to see if that course is worth pursuing in their collegiate career.

Whatever the motivation, Dual Enrollment at MSU is a great way for a student to slowly acclimate themselves to collegiate studies.

## Minimum Eligibility Requirements for Applying

- Be in grade 9.5-12
- Receive a qualifying score on a standardized test (see below)
- Must be enrolled in at least one class at their home high school
- Must have a GPA of 3.0 or above
- Be a U.S. based student

<u>Assessment</u>	<u>Test Section/Content Area, &amp; Minimum Qualifying Score<sup>3</sup></u>
EXPLORE	Mathematics 17; Reading 15; Science 20; English 13
PLAN	Mathematics 19; Reading 17; Science 21; English 15
ACT	Mathematics 22; Reading 22; Science 23; English 18
COMPASS	Mathematics 52; Reading 88; English 77
MME	ELA 2100; Mathematics 2100; Science 2100; Social Studies 2100
PSAT 11	Critical Reading/Evidence-Based Reading & Writing 460; Mathematics 510
SAT	Critical Reading/Evidence-Based Reading & Writing 480; Mathematics 530

Please note: *The above are university minimum requirements for applying and having met these minimums is not a guarantee of acceptance.*

<sup>1</sup> Applicants must have completed at least one full semester (of at least 5 classes) of high school before applying. Student applications must include an official high school transcript reflecting a qualifying GPA.

<sup>2</sup> Undergraduate courses as indicated on the **Designated Course List (DCL)**. Courses not on the DCL are not available to DE students regardless of circumstance.

<sup>3</sup> Minimum qualifying score to apply.

# Advising

**Please note that Dual Enrollment staff does not do any course advising.**

Your high school counselor should be the first person you inquire with about dual enrolling.

When you are looking at which classes to enroll in, please refer to the [Designated Course List](#) for course options.

You can browse courses by department at <https://student.msu.edu>. If you require academic advising similar to a high school or collegiate advisor, or need to discuss a more long-term academic plan, Dual Enrollment staff will refer you to an on-campus advisor who can help with those questions.

## Designated Course List (DCL)



**Dual Enrollment students may only choose from undergraduate courses on the [Designated Course List](#). Courses not on the DCL are not available to DE students regardless of circumstance.**

Things to remember:

- Some of the courses listed have prerequisites—you can view prerequisite information at <https://student.msu.edu>. The schedule website also lists class days and times.
- If your student has taken an AP exam, please reference the [AP Equivalencies](#) chart for information about how their scores translate to potential prerequisite credit.
- Course availability is subject to change. The Dual Enrollment program cannot guarantee your enrollment in a specific course, as courses may become full. Some courses may not be offered each semester. Refer to the Schedule of Courses at <https://student.msu.edu> for dates and times available.
- Please remember that participating in Dual Enrollment at MSU is a privilege, not a right. No high school student, no matter how accomplished, is owed a spot in an MSU course.
- Dual enrollment courses are designated by each MSU department. The MSU Dual Enrollment staff does not participate in selecting any courses listed on the DCL and has no authority to dictate which courses are offered.

## Understanding the DCL

Below we have provided some additional information about what course entries on the DCL mean & how enrollment in those courses differs.

<a href="#">Department</a>	DEPT Any 	See course description	See course description	See course description	See course description	Inquire with department contact	 <a href="mailto:department@msu.edu">department@msu.edu</a>
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A class like this one that says “SUBJECT Any” means that the department allows DE students to apply for any of their courses and will have a department contact listed. The department contact will answer any questions you have about prerequisites, AP scores, available/open courses, and will facilitate your enrollment once you’ve been accepted. DE staff will not facilitate enrollment in these courses.

<a href="#">Department</a>	DEPT 101	Course title here	3
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Classes highlighted in green are the easiest to enroll in! There are no prerequisites or restrictions, which means that once you’ve been accepted you can enroll yourself (provided there’s an open seat. If there’s not, you can set an alert to notify you if one becomes available. This will be in the Schedule Builder Tutorial that will be emailed to you upon acceptance.)

<a href="#">Department</a>	DEPT 161	Course title here	3	See course description	See course description	AP Score of 4-5
	DEPT 167	Course title here	3	See course description	See course description	AP Score of 4-5
	DEPT 189	Course title here	3	See course description	See course description	AP Score of 4-5
	DEPT 220	Course title here	3	See course description	See course description	AP Score of 4-5

Classes like the ones above will take the most time to enroll in. In these cases the DE staff will either contact the department to get an override for you, or instruct you on how to go about getting the override for yourself (override procedures vary among departments). Additional documentation may be required such as AP tests or, where applicable, a placement test may need to be administered before you are eligible to enroll.

# Application Process

Please visit <https://dualenrollment.msu.edu/application-process> to get started. First time users will need to click *Register as a new user*.

### Log in

Use a local account to log in.

Email   
Required

Password   
Required

Remember me?

[Register as a new user](#)  
[Forgot your password?](#)

### Register

Welcome to MSU Dual Enrollment.  
You will need to create a new account by filling in the information you enter.

\* First Name

\* Last Name

\* Email

\* Password

\* Confirm password

Once you have registered you can login with your credentials. You will see a Requirements Checklist, Semester Deadlines for applying, and the *Apply/View Applications* button at the bottom of the page.

### Semester Deadlines

A summary of current MSU dual enrollment applications. Note "Summer" denotes Summer I / Full Summer.

Semester
Summer 2021
Summer2 2021
Fall 2021
Spring 2022

### Applications

You will then be able to create an application for a new student.

### MSU Dual Enrollment Applications

#### New Application

To start a new application choose an existing student or 'New Student' in the drop-down.

#### Open Applications

You have no open applications. Use the New Application section above to create one.

You can now create your student's profile and begin the application by first selecting the semester that they are planning to enroll in.

## Student Information



\* First semester you'll enroll

Summer 2021  Summer2 2021  Fall 2021  Spring 2022

\*If you are attending Summer I or Full Summer course choose "Summer..."

After your student enters the required information, they will then select their course(s) from the dropdown list. You will only be able to select courses that are on the DCL<sup>4</sup>. For departments that allow students to take *any* of their courses, the student will simply designate what level course they're applying for. See the example below.

Identifying a section is not required for applying, as multiple sections may fit into a student's schedule.

### MSU Courses

List the MSU courses you wish to enroll for the semester. See [Schedule of Courses](#) for more info. If your class does not appear in the dropdown menu, it is not available for MSU dual enrollment.

#### Course 1



**Select Course**

Choose a course to fill Subject, Number and Credits below.

\* **Title** African Languages

\* **Course** AFR Any 100 level

**Section**

Obtain this from the [Schedule of Courses](#)

**Number of Credits** Variable

Students can view course requirements by visiting <https://student.msu.edu> or by clicking the *View Requirements* button.

Clicking this button will also indicate whether there is applicable AP testing allowed, and whether or not to communicate directly with the department contact listed on the DCL.

### MSU Course Requirements



Click the button below to view requirements for the course(s) selected above.

<sup>4</sup> If a course is on the DCL and does not appear on the application, please email [deinfo@msu.edu](mailto:deinfo@msu.edu).

# Course Requirements

Please review the following for each course below. Any course you have requirements.

## AFR Any 100 level: African Languages

Credits: Variable

### Required Background or Prerequisites

See course description

### Restrictions

See course description

### AP Info

Inquire with department contact



*The Department Contact is listed on the DCL*

Students will then select their school from the dropdown menu.

- a. If you do **not** see your school, please contact your school and have them follow the instructions below under *For School Staff*.

Once you have entered all the information required you can select the *Save and Submit* button at the bottom of the page.

You also have the option to begin an application and save it without submitting it by hitting *Save & Return Later* at the bottom of the page.

## For School Staff<sup>5</sup>

In order to use the online application:

- 1) Please visit <https://apply.dualenrollment.msu.edu/Account/Register> to create a profile.
- 2) Once you have done so, please email [deinfo@msu.edu](mailto:deinfo@msu.edu) with your name, school name, and your title at that school. We will then designate you appropriately.
  - a. If you would like to see what the application looks like on the student/family end, you can create an application and select “Jared’s School” which is our test school.
  - b. Note: Adding schools and staff members will take several business days. Your patience is appreciated. You will receive an auto-reply indicating that we have received your request along with an estimated timeframe to expect a reply.
  - c. **We strongly encourage more than one school representative register.** This avoids application delays in circumstances where a staff member may leave the school (particularly during the summer months).

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<sup>5</sup> New schools will not appear in the application until there is at least one registered school administrator assigned to that school.

Once a student submits an application, anyone designated to your school will get an email. You can then enter any additional information and upload the student's transcript. This is also where an electronic signature will be collected for the application. You will have the option to:

- **Submit it to MSU Admissions**
- **Save** - This will most commonly be used where more than 1 person at a school enters a district's information.
- **Send back to family** - You can send an application back to the family for any reason.

## Returning Students

Dual Enrollment program staff provide enrollment support to new students only. Returning students are restricted to the courses on the [Designated Course List \(DCL\)](#) regardless of previous credits earned as a Dual Enrollment student. Returning students are in charge of obtaining overrides and enrollment on their own by utilizing the information on the Designated Course List. **Courses not on the DCL are not available to DE students regardless of circumstance.**

### Subsequent Enrollment

After being accepted, you will be able to enroll for future courses at MSU as a Dual Enrollment Student in directly subsequent semesters. For example, if you enroll in a class in the Fall, you do not have to fill out another Dual Enrollment Application for the Spring. This also applies across academic years: If you are enrolled in Spring, you do not have to fill out another application for Fall. Instead, in both of these cases, simply follow the instructions on the Designated Course List for enrollment instructions. Summer courses are exempt from continuous enrollment standards.

However, if you "skip" a semester or more (i.e. if you took a class in the Fall, then **do not** take a class in the Spring, and want to take another class the following Fall), you would have to fill out another Dual Enrollment application and begin the process anew.

If you choose to come to MSU after high school graduation, you will need to fill out a regular MSU undergraduate application. Participating in Dual Enrollment does not guarantee acceptance to MSU as an undergraduate student. If you are accepted at MSU, you will need to transfer the MSU credits you earned as a high school student from lifelong education to your degree program. Your undergraduate degree department can assist you in getting the credits transferred properly.

## Cost

Please refer to <https://dualenrollment.msu.edu/cost> for the most up-to-date cost information.

- Dual Enrollment tuition is not eligible for discounts
- Dual Enrollment students are not eligible for scholarships, endowments, grants, or financial aid provided to MSU students.
- **Dual Enrollment tuition is not eligible for the Course Fee Courtesy provided to MSU staff.**





## Contact

***Please note that there is not a physical on-campus location for Dual Enrollment that students, staff, or families may visit.***

For **general** questions regarding Dual Enrollment at MSU, please contact [deinfo@msu.edu](mailto:deinfo@msu.edu).

Additional notes about contacting Dual Enrollment: *Please note that communication regarding Dual Enrollment will be conducted via email only. Students under 18 years of age – A parent or guardian must be copied on all correspondence with the Dual Enrollment office or you will not receive a response.*

For all **billing** questions regarding Dual Enrollment at MSU, please contact MSU Billing at 517-353-5940, email [student.sponsor@ctrl.msu.edu](mailto:student.sponsor@ctrl.msu.edu); or complete the contact form at <http://www.ctrl.msu.edu/costudentaccounts/>.

For all **transcript** questions regarding Dual Enrollment at MSU, please contact the MSU Registrar at 517-355-3300, email [reg@msu.edu](mailto:reg@msu.edu), or complete the contact form at <https://reg.msu.edu/contact.aspx>.

For questions regarding **transfer credit**, please visit [www.transfer.msu.edu](http://www.transfer.msu.edu).

This document will be available via download from the homepage at <https://dualenrollment.msu.edu/>